




**THE NAVAJO NATION**  
**WORKERS' COMPENSATION PROGRAM**

**RUSSELL BEGAYE** PRESIDENT  
**JONATHAN NEZ** VICE-PRESIDENT

MEMORANDUM

TO ALL DIVISION DIRECTORS, DEPARTMENT MANAGERS AND PROGRAM SUPERVISORS  
THE THREE BRANCHES OF THE NAVAJO NATION GOVERNMENT

FROM   
Laverne Lee, Program Supervisor  
Workers' Compensation Program  
Insurance Services Department

DATE August 29, 2016

SUBJECT Workers' Compensation Coverage for **Special Assignments** (70<sup>th</sup> Annual Navajo Nation Fair)

The 70<sup>th</sup> Annual Navajo Nation Fair is scheduled begin on September 5 through September 11, 2016. Accordingly, some divisions, departments and programs will be planning to sponsor various events, i.e., booths, emergency first-aid facility, building booths, parade floats, and etc. These added assignments will require an extension of workers' compensation insurance coverage for employees as they will occur beyond the normal tour of duty.

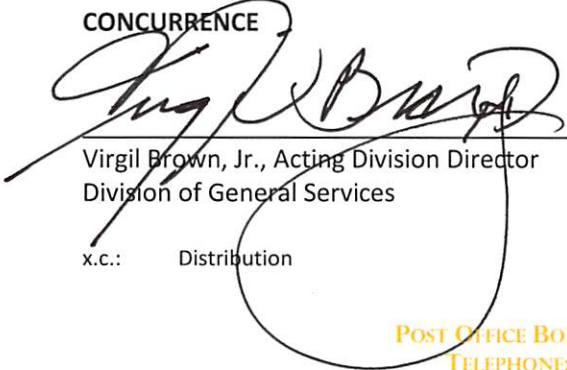
An extension of workers' compensation insurance will be granted by the Workers' Compensation Program only if a Special Assignment memorandum is presented by a division, department or program which is approved and signed by a division director and acknowledged by the immediate supervisor and the employee. The Special Assignment memorandum will summarize the participation of identified employee(s) to work beyond the normal tour of duties during the 70<sup>th</sup> Annual Navajo Nation Fair. The date and time of the special assignments including if necessary, a temporary change in worksite to Window Rock will also be stated on the memorandum. Please ensure that a sign-in/sign-out sheet is available for the employees on special assignment.

General Volunteers are eligible for workers' compensation coverage provided that the division, department or program completes a *Personnel Action Form* with a current *Employment Application* and submits the forms to Department of Personnel Management for approval. A premium fee will be assessed and invoiced thereafter.

The Workers' Compensation Act provides coverage for employees of the Navajo Nation government, its enterprises and political subdivisions, elected officials and volunteer as identified in 15 N.N.C. §1002 (A) (12). The Navajo Nation Workers' Compensation Program is charged with managing the self-funded and self-adjudicated workers' compensation claims and no other state jurisdiction is applicable to injuries sustained by insured members.

Please contact me at 871-6389 or email at [lavernehlee@navajo-nsn.gov](mailto:lavernehlee@navajo-nsn.gov) if you have any questions or Marsha Joe at email [mjoe@navajo-nsn.gov](mailto:mjoe@navajo-nsn.gov).

CONCURRENCE

  
Virgil Brown, Jr., Acting Division Director  
Division of General Services

x.c.: Distribution